

24 March 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM:

[REDACTED]
Director of Training and Education

SUBJECT: Weekly Report

25X1
25X1
2. Three instructors from OTE's Secretarial Training Branch conducted Professional Development Programs I and II in Atlanta, Georgia from 1 - 11 March for 35 employees. [REDACTED]

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3. On 14 and 15 March 1988, Professor June K. Phillips, Executive Director of the Tennessee Foreign Language Institute, consulted with OTE's Language Training Division as part of OTE's French curriculum review. [REDACTED]

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22 March 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

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1. Three instructors from the Office of Training and Education's
Secretarial Training Branch conducted Professional Development Programs I and
II in Atlanta, Georgia, from 1 to 11 March for 35 employees. [redacted]

(c)
2. Two instructors from the Communication Training Branch will conduct a
two-day writing workshop designed for NPIC videoscript writers. The workshop
will take place [redacted] on 22-23 March.

3. The Secretarial Training Branch conducted a special running of the
Geography Workshop focusing on the Soviet Union for 25 secretaries from the
DI's Office of Soviet Analysis and the DO's Soviet East European Division.
Among the area specialists addressing the group were Murat Natirboff, NIO for
Foreign Denial and Intelligence Activities; [redacted], SOVA Senior Analyst;
[redacted] from the Map Services Center; and [redacted] from
OTE's Language Training Division. [redacted]

22 March 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [redacted]

Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

1. LTD staffers [redacted]

[redacted] attended the 43rd Annual Conference of the Association for Supervision and Curriculum Development (ASCD) 12-15 March 1988. Recurring topics of interest were the importance of mentor/peer coaches and the selection and development thereof; the ongoing developmental needs of supervisors in educational settings; and supervisor and instructor renewal. Conference attendees will share ASCD highlights and their applicability to LTD with LTD senior staff at a special session.

2. Effective 21 March 1988 [redacted] is Acting Chief, Near East Asian (NEA) Branch as well as Section Chief, Near East & South East Asia Section. [redacted] is appointed Section Chief of NEA's East Asia Section, also effective 21 March 1988. [redacted]

3. On 16 March 1988 Polish instructor [redacted] and Polish annuitant [redacted] met with FSI's Slavic supervisor (Sharon Flank) and FSI Polish instructors to negotiate a regular exchange of materials (videos, audios, printed) and to discuss the possibility of joint projects in the future in the area of advanced Polish materials development. [redacted]

4. On 14 and 15 March 1988, Professor June K. Phillips, Executive Director of the Tennessee Foreign Language Institute, ~~visited the~~ *consulted with the* Language Training Division (LTD) ~~to observe French classes and provide input on methodologies and curriculum. Her observation and recommendations will be considered in LTD's process of reviewing the French curriculum.~~ During her visit, Professor Phillips observed eight classes, provided feed-back to the respective instructors, and met with the French faculty for a question and answer session. French Curriculum Review coordinators, [redacted] discussed appropriateness of textbooks and methodology issues with her. In the month of April 1988, Professor Phillips will forward a written report with her comments and recommendations. [redacted]

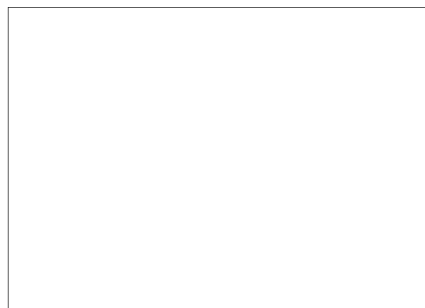
as part of OTE's French curriculum review

SUBJECT: Language Training Division Weekly Report

5. There were 35 reading and 27 oral proficiency tests the past
week. ☐

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22 March 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Intelligence Training Division

25X1 SUBJECT:

IT Weekly Report [redacted]

1. General William Dupuy, retired four-star Army general and former director of the Army's Training and Doctrine Command, opened the fourth and final week of the Military Analysis Course (MAC) on 21 March with a presentation on U.S. military approaches to strategy and organizational structure of forces. Last week MAC staff and students visited both the Atlantic fleet headquarters at Norfolk Naval Base, where they had an on-board tour of the nuclear attack submarine USS NORFOLK, and the 1st Tactical Fighter Wing at Langley Air Force Base, where they were given a demonstration of the flight simulator used to train F-15 pilots. [redacted]

STAT

25X1 3. [redacted] Director of the Office of European Analysis (EURA),
25X1 spoke on "The Soviets and Western Europe" in the final session of the
25X1 Soviet Foreign Policy Block, 21 March. [redacted] stated that Soviet goals for
25X1 Europe have not changed in any essentials over a long period, perhaps
25X1 going back to the end of World War II. Soviet tactics, however, have
25X1 become more flexible and effective. [redacted]

25X1 4. [redacted] gave the first of a series of substantive
25X1 presentations in the redesigned Russian language course on Wednesday,
25X1 16 March. SRI has worked with the Language School to tailor a program of
25X1 21 presentations, offered every other week, and matched up topically with
25X1 the Area Studies sequence adapted from the Department of State
25X1 curriculum.

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25X1

SUBJECT: IT Weekly Report

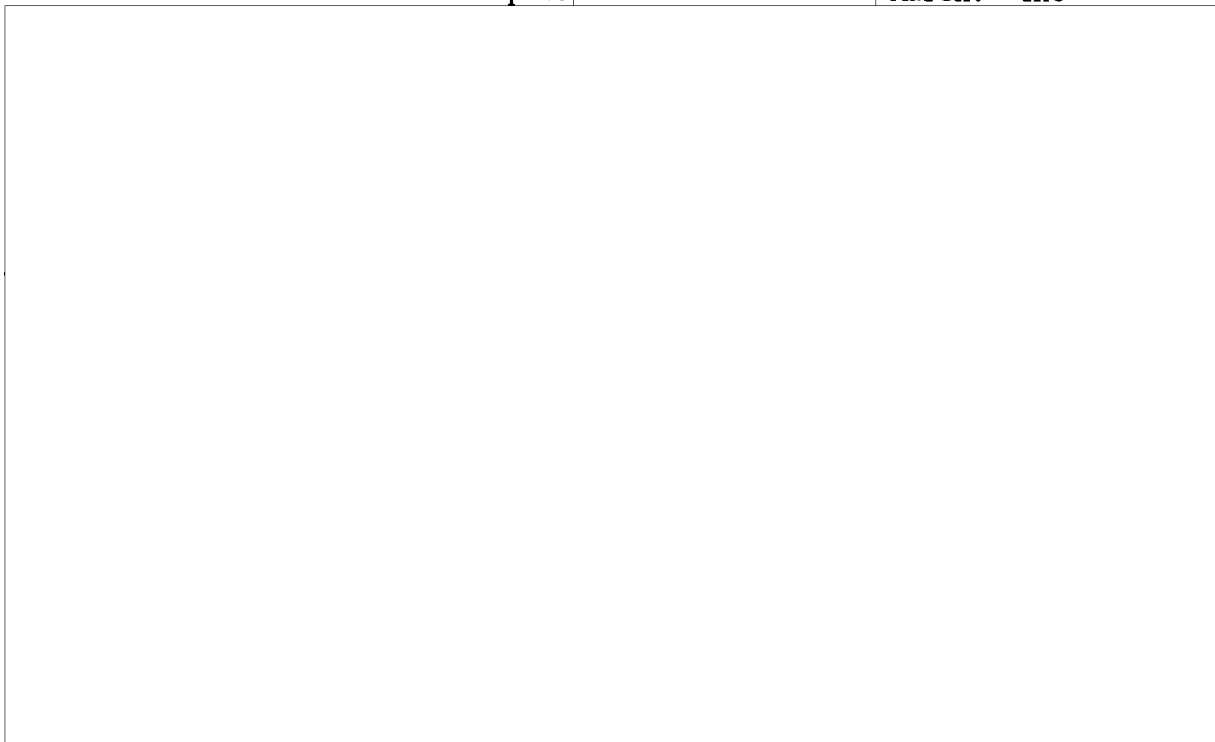
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5. Two members of the Topical Issues Branch
 met with language instructors and the chief of the Language
School's French-Italian section on 17 March to plan the incorporation of
regional training into language classes, beginning with the six-week
French total immersion which opens March. The



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Administration Division Weekly
14-18 March 1988

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Space

DC/AD attended ILSP meeting at Hqs on 17 March. OTE will be assessed additional charges for increased HVAC to the computer classrooms in the NHB.

25X1

Miscellaneous

On 14 March, C/AD and C/Pers briefed the DDA and the ADDA on Admin Division and personnel strength respectively during an overview session on the Office of Training; C/B&F attended the briefing.

25X1

Supported the opening of the [] Learning Center on 15 March.

C/AD secretary attended the half-day course Creative and Critical Thinking on 15 March.

25X1

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[] OTE/Logs, arrived as temporary replacement for [] who has been assigned to OIT. Good luck Paul! Welcome Brian!

Security

Sent list to O/Commo re OTE employees who no longer require crypto clearances.

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Presented two security briefings to [] employees re their security responsibilities.

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Sensitive Compartmented Information briefings were given to three OTE employees.

Arranged to have several individuals enter the Hqs compound to attend the Operations Course-Accelerated and other functions.

Training Selection Board

Reserved space for CIA in Aspen Institute's Young Executive Program and requested nominations from STOs for the Program.

25X1 Withdrew nomination of [] from Howard's SONS program at request of DD/Pers.

Accepted an allocation of three spaces in Class 84 at the Armed Forces Staff College.

Budget and Finance

25X1 []

DC/B&F, along with others, met with the Comptroller under his new "Getting to Know You" Program for new budget officers and those interested in budget positions.

Personnel

C/PB attended a special DA/Personnel Officers meeting to receive a briefing on Payroll.

C/PB met with C/SAS/OP to review five personnel cases within OTE.

DC/PB attended the monthly Office of Personnel meeting for briefings on automation in OP and a status report on upcoming OP conference.

DC/PB requested Division Chiefs to evaluate training assistant positions -- an attempt to correctly identify what in fact is and is not a TA position.

25X1 []

Shelby called DA/CMS re another secretary for TSD. TSD's secretary scheduled to EOD in April cannot come until July.

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CONFIDENTIALPanel Support:

- C/PB served as advisor to the SPB.
- DC/PB acted as advisor to the GS-07/08 panel which met 15-17 March for the annual evaluation.
- Completed preparation for the GS-07/08 Generalist Annual Panel.
- Continued preparation for the GS-13 Semi-Annual and the IS Annual Panels.
- Continued to work on the GS-07/08 Training Assistant Panel.

Check-ins:

25X1

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TitleOfficeGradeDate

ForLangInstr
Supply Ass't
TA

LTD
AD/LOG
WOTD/OB

GS-10
GS-07
GS-06

03/16/88
03/14/88
03/14/88

Check-outs:

25X1

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Educ. Off/Ch
Supply Ass't

LTD/NELD
AD/LOG

GS-13
GS-09

03/18/88
03/18/88

Rotate Out
Rotate Out

25X1

[] complimented the current Personnel Branch for "real professionalism" in their work. Good going, PB!

Logistics

New printer for use with Delta Data arrived. Will test the printer for a few weeks and if it is acceptable OIT will recommend purchase.

Set up and rearranged DD/OTE's office.

25X1

Hung tack board for exercise posters in fitness room; hung whiteboard in new [] Learning Center.

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18 MAR 1988

MEMORANDUM FOR: Director of Training and Education

FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (14-25 March 1988)

Where We Are

1. [REDACTED] and C/PEDS attended a productive workshop held at NSA on "Evaluating the Impact of Training."

2. The Audio-Visual Section recorded the Soviet Realities presentation on Monday. It also replaced the video projector in room 1001 and delivered and set-up replacement equipment [REDACTED]. A shipment of videotape was picked up so that dubbing could continue for the Learning Centers.

3. The Visual Aids Section worked on a new sign for the [REDACTED] Learning Center, completed certificates for EDS/LDD (using calligraphy), made a poster with a "take one" pad for WOTD, and continued the Genographics self-study course.

4. The Television Production Section completed PC Security and finished recording additional audio for EXITO. The TEAMS script was rewritten. As an experiment, music was added to the morning course schedule. The first draft of "DA Orientation" was passed forward and was well received by the STO/DA.

5. CBGTG spent time demonstrating interactive video this week.

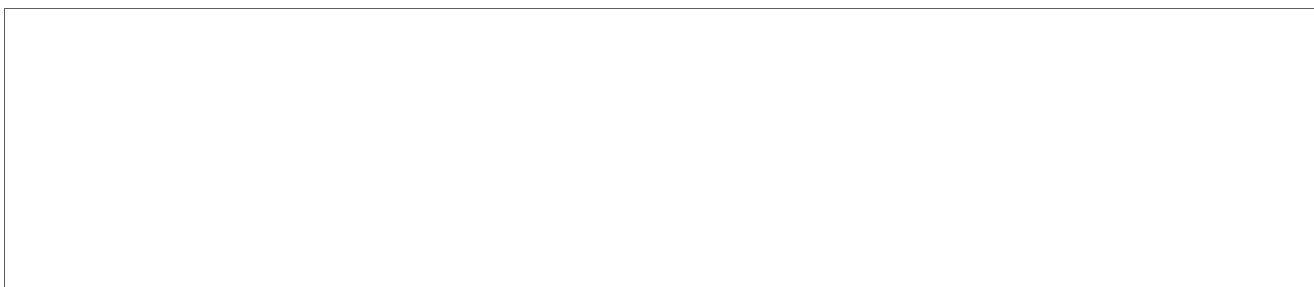
-- [REDACTED] installed and [REDACTED] demonstrated the Situational Leadership curriculum in the [REDACTED] Learning Center.

-- [REDACTED] were on call to demonstrate Unit 1 of the Surveillance Detection curriculum for the DDA visit to OTE.

-- [REDACTED] demonstrated the Situational Leadership curriculum for Department of State personnel in 224 CofC.

6. [REDACTED] conferred with the subject matter experts for the Operational Records Course both [REDACTED] at Headquarters (IMS). By the end of the week, subject matter experts had authenticated the content through Unit 4 (out of 5 units in the course). Unit 1 has existed online for months under the name "Badge Table Orientation."

25X1



Where We Are Going

8. The Audio-Visual Section will record the last Soviet Realities presentation on 23 March.

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9. [] from the Visual Aids Section, will attend the National Computer Graphics Association Conference in California 21-25 March.

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10. [] will be working for his parent component (the DI TV Center) [] The DI TV center is taping a panel discussion using the [] Studio.

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11. Next Wednesday, [] will conduct the second walk-through of ELECTAS CBT material with the review team. By the end of the meeting, two out of three units in the "What is ELECTAS?" course will have subject matter expert approval. By late April, "What is ELECTAS?" should be available for use by students.

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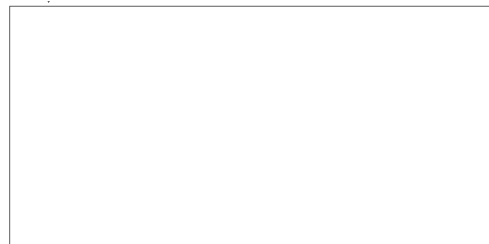
12. [] will be taking a course on instructional design offered by Practical Management, Inc., in Alexandria, VA. C/PEDs will be attending POCM.

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14. I will attend the national laboratories counterintelligence course on 24 March.

25X1



22 March 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

[REDACTED]

Chief, Information Systems Training Division

SUBJECT:

ISTD Weekly - 16-22 March 1988

1. ISTD welcomes [REDACTED] new Chief, Computer Skills Training Branch, replacing [REDACTED] who is taking an extended leave of absence.


2. The Word Processing Training Branch (WPTB) attended a dry run of a WP Plus Transition course taught by [REDACTED] to the instructors in WPTB; [REDACTED] the course director; and Joanne, an instructor who has just joined Pamela's office. The class covered the main differences between WP Plus and Wang Alliance Word Processing and was held at [REDACTED]

~~CONFIDENTIAL~~

22 March 1988

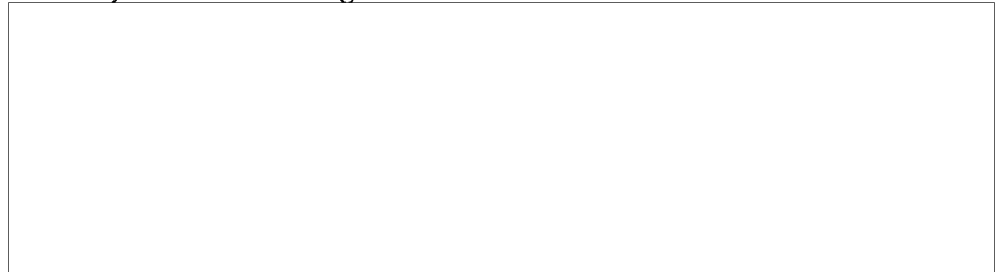
MEMORANDUM FOR: Director of Training and Education

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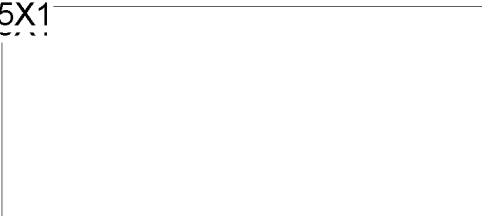

Chief, Career Training Division, OTE

SUBJECT: Career Training Division Weekly Report
15 March 1988 through 22 March 1988

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Representatives from Career Training Division (CTD) met 15 March with the Chief of the Communications School and the Office of Communications (OC) Training Officer regarding orientation training. To insure that OC officers get an overview of the Agency, OTE will provide an abbreviated version of Introduction to CIA (ITCIA) in the 18 week OC Orientation Course. This will be the first time that OC personnel have received ITCIA training. The key to reaching this audience was OTE's offer to give the training



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21 March 1988

MEMORANDUM FOR: Director of Training and Education

FROM:

Acting Director
Center for the Study of Intelligence

SUBJECT: Guest Speaker Program

1. Dr. Elie Wiesel has agreed to participate in our Guest Speaker Program on Wednesday, 11 May 1988, from 1400 to 1530 hours in the Headquarters Auditorium. His general topic is human rights and dignity; his office will provide a specific title for his talk in a few days. We will prepare a memo today asking Judge Webster to introduce Dr. Wiesel. *Speech "The Policy of Humanitarianism"*

2. Secretary of Education, William J. Bennett, has agreed to be a guest speaker on 21 September 1988. He will speak about some facet of American education, title to be determined later. We will ask the DCI to introduce Secretary Bennett as well.

cc: D/PAO

SK, Marek, M. CONSEL; Polish politician and economist; b. Czeŝochowa; ed. Higher School of Econ., Czeŝochowa; Plant of Craft Co-operative of Weavers and Knitters, 1948-54; Head of Czeŝochowa Gastronomic Plants 1954-58; Cttee. of Democratic Party (SD), Czeŝochowa 1958-60; Dir., Retail Trade Establishment, Czeŝochowa 1960-61; Deputy of Municipal Nat. Council, Czeŝochowa 1961-73; Deputy Czeŝochowa 1973-78; Under-Sec. of State, Ministry of Internal Services 1978-81; mem. SD 1946-, including Deputy Chair. Town and Dist. Cttee., Czeŝochowa 1965-76, Chair. Voiv., Czeŝochowa 1976-77, mem. SD Cen. Cttee. 1969-, mem. d Sec. 1981-, Deputy Chair. 1983-; Deputy to Szym (Parl.) Marshal of Szym 1985-; Deputy Chair. All-Poland Peace Commr.'s Cross of Order of Polonia Restituta, Gold Cross others. Address: Centralny Komitet SD, ul. Rutkowskiego 17, Warsaw, Poland. Telephone: 27-29-37.

OWSKI, Robert E.; American international finance official; b. m.; two c.; ed. Yale and Loyola Univs.; Exec. Sec., Chamber of Commerce, Norwich, Conn. 1951-52; served in Korea 1952-54; joined Dept., A. G. Becker & Co., Inc., Chicago 1955, Vice-Pres. Mid-America Devt. Assn. 1966-67; Exec. Dir. for U.S.A., and IDA 1969-73; Sole Propr., Opus Etcetera; Pres. Chicago Foreign Relations 1964-66; mem. Chicago Bar Assn.; Dir. of Chicago 1968-69. Address: 1005, 1301 20th Street, N.W., D.C. 20036 (Office); 3501 Springland Lane, N.W., Washington, U.S.A. (Home).

NN, Josef; German architect; b. 15 Oct. 1910, Munich; s. and Maria (née Anwald) Wiedemann; m. Hilma Bittorf 1939; ch. Univ., Munich; worked with Prof. Roderich Fick 1935-42; architect 1946-; Prof. of Design, Conservation and Sacred Bldg., Architecture, Tech. Univ., Munich 1955-76, now Prof. Emer.; ische Akad. der Schönen Künste; corresp. mem. Acad. des Beaux-Arts, Paris; Komturkreuz, St.-Sylvestre Order; BDA Prize 1975; reconstruction work and new shops, offices, homes, churches and other towns and cities, including Glyptothek, Munich, Blut, Dachau, Allranz Head Office, Munich, St. Ignatius, Publications: Der Friedhof m.O. Valentien 1963, Ornament Antoni Gaudi 1974, Sakralbau in München und seine Bauten interests: theory and philosophy of architecture, sculpture. Eichgehölz 11, D-8000 Munich 50, Federal Republic of Germany. Telephone: 089/811 41 53.

Nicholas E., LL.D.; South African university professor and writer; b. 29 April 1929, Mafeking (now Mafikeng); s. of Johannes Wiehahn; m. Huiberdina J. Verhage 1956; two s.; ed. Univ. of S. Africa; research work in Univs. of Hamburg, Cologne, Munich and London; research visits to labour insts. and to U.S.A., Israel, Canada, U.S.A. and Japan; Advocate, Supreme and High Court of Lesotho; Prof. in Labour and Industrial Relations univs.; Prof. Extra-Ordinarius, Univ. of S.A. until 1980, Labour Relations 1976-77; fmr. Prof. Siemens Chair of Industrial Relations, School of Business Leadership, Univ. of S.A., Pretoria; mem. Council, Univ. of Port Elizabeth 1973-75, Free State 1980-; Chair. Council, Univ. of Zululand 1981-; Dir. Bureau of Manpower Utilization 1977-78, Ed-in- (departmental publication) 1977-78, Labour Adviser to Manpower Utilization 1977-79; mem. Prime Minister's Econ. Council 1977-; Pres. Industrial Court of S.A. 1979-80; Chair. Enquiry into Labour Legislation (Wiehahn Comm.) 1977-80; mem. Comms., advisory Cttees., etc.; other public and educational work; dir. of several cos. 1981-; recipient of several awards and publications: articles on labour law and industrial relations in commentaries and other publs.; Change in South Africa 1983. Interests: reading, gardening. Address: School of Business Leadership, University of South Africa, P.O. Box 392, Pretoria-0001, South Africa. Telephone: 26-4014, 28-1771 (Office); 47-4438 (Home).

Łózek, M.A.; Polish diplomatist; b. 8 March 1933, Jędrzejów; Main School of Foreign Service, Warsaw; with Ministry of Foreign Affairs 1954-; attaché, Embassy, Ankara 1957-58, Teheran 1958-62, Sec., Embassy, Oslo 1962-68, Deputy Dir. of Dept., Ministry of Foreign Affairs 1971-73, Counsellor-Minister Plenipotentiary, Washington 1973-77; Dir. of Dept. of Studies and Program of Foreign Affairs 1977-80, Under-Sec. of State, Ministry of Foreign Affairs 1980-84, Amb. to Italy, also accredited to Malta 1984-; delegate to some sessions of UN Gen. Ass., Deputy Chair. Polish Delegation 1973-74, Geneva 1973, Belgrade 1978-79, Chair. Madrid 1979-80. Address: 17, Alameda de Orensana, Madrid 28014, Spain. Telephone: 222 11 11.

WIELAND, Joyce, O.C.; Canadian artist and film maker; b. 30 Jan. 1931, Toronto; ed. Cen. Tech. School; one-man exhbns. at Isaacs Gallery Toronto 1960, 1963, 1967, 1972, 1974, 1981, 1983, Vancouver Art Gallery 1968, Museum of Modern Art, New York 1971, Nat. Gallery of Canada 1978, Yajima Gallery, Montreal 1982; has participated in several group exhbns. including Canadian Pavilion at Expo 67, Montreal 1967; maj. travelling retrospective, Art Gallery of Ont., Toronto 1981-82; film The Far Shore received three Canadian awards 1977; Retrospective Films of Joyce Wieland, Whitney Museum, New York 1973; selection of films screened at Ciné-Club de Saint-Charles, Univ. of Paris, Sorbonne 1986; two awards for Rat Life and Diet in N. America, Third Ind. Filmmakers Festival, New York 1969, Award for A and B in Ontario, Ann Arbor Film Festival 1986. Publication: True Patriot Love 1971. Address: 497 Queen Street East, Toronto, Ont., Canada. Telephone: (416) 366-2986.

WIERZBICKI, Eugeniusz; Polish architect; b. 31 March 1909, Chanzenkowo; s. of Ryszard and Maria Wierzbicki; m. Zofia Szemińska 1945; one c.; ed. Warsaw Tech. Univ.; mem. Polish Assn. of Architects (SARP) 1936-, Pres. Warsaw Branch 1951-53, of Cen. Bd. 1953-57, now mem. Council and Collective Judge; Sr. Designer, Warsaw Design Office of Gen. Architecture; retd. 1974; First Prizes in collaboration with W. Kłyszewski (q.v.) and J. Mokrzyński (q.v.) 1940; State Prize, 3rd Class 1951, 2nd Class 1955, 1st Class 1974, Kt.'s Cross, Order of Polonia Restituta 1957, Gold Award of Rebuilding of Warsaw 1958, Hon. Prize of SARP 1968, of Katowice Branch of SARP 1972, Order of Banner of Labour, 2nd Class 1969, Prize of Minister of Construction, 1st Class 1973. Buildings include: Polish United Workers' Party Building, Warsaw; hotels and museum in Białystok; Sailors' Home, Szczecin; Museum of Modern Art, Skopje, Yugoslavia; Railway Station, Katowice (all in collaboration with W. Kłyszewski and J. Mokrzyński). Publications: numerous articles in newspapers. Leisure interests: motor cars, books, nature. Address: Al. Wyzwolenia 2 m. 54, 00-570 Warsaw, Poland.

WIESE UND KAISERSWALDAU, Benno von, DR. PHIL.; German university professor; b. 25 Sept. 1903, Frankfurt am Main; s. of the late Leopold and Hanna (née von Gersdorff) von Wiese und Kaiserswaldau; m. Ilse von Gavel 1931; one s. one d.; ed. Univs. of Leipzig, Vienna, Heidelberg; lecturer in German Literature Univ. Bonn 1929; Prof. Univ. Erlangen 1932-43; Prof. Univ. Münster 1943-57; Visiting Prof. Univ. of Indiana (Bloomington) 1954-55, Princeton Univ. 1955-56; Prof. Univ. Bonn 1957-71; Visiting Prof., Univ. of Minnesota and Univ. of Calif. 1967-68; mem. Düsseldorfer Akademie für Forschung des Landes Nordrhein-Westfalen; Hon. Dr. Hum.Litt. (Univ. of Chicago); Grosses Bundesverdienstkreuz 1979, Verdienstmedaille des Landes Baden-Württemberg 1983. Publications: Die deutsche Tragödie von Lessing bis Hebbel 1948, Friedrich Schiller 1959, 1963, Die deutsche Novelle von Goethe bis Kafka Vol. I 1956, Vol. II 1962; Eduard Mörike 1950, Festschriften 1963, 1973, Zwischen Utopie und Wirklichkeit 1963, Von Lessing bis Grabbe 1968, Karl Immermann 1969, Signaturen: Zu Heinrich Heine und seinem Werk 1976, Perspektiven I: Studien zur deutschen Literatur und Literaturwissenschaft 1978, Perspektiven II: Literarische Portraits 1979, Ich erzähle mein Leben 1982. Address: 53 Bonn 1 (Ippendorf), Auf dem Heiden 33, Federal Republic of Germany. Telephone: 282794.

WIESEL, Elie; American author; b. 30 Sept. 1928, Sighet, Romania; s. of Shlomo Wiesel and Sarah (Feig) Wiesel; m. Marion E. Rose 1969; one s.; ed. Sorbonne, Paris; Distinguished Prof. Coll. of City of New York 1972-; Andrew Mellon Prof. in Humanities, Boston Univ. 1976-; Prix Rivarol 1964, Jewish Heritage Award 1965, Remembrance Award 1965, Prix Medicis 1968, Prix Bordin (Acad. Française) 1972, Eleanor Roosevelt Memorial Award 1972, American Liberties Medallion, American Jewish Comm. 1972, Martin Luther King Jr. Award (Coll. of City of New York) 1973, Faculty Distinguished Scholar Award, Hofstra Univ. 1973-74, Nobel Peace Prize 1986; recipient of numerous hon. degrees. Publications: Night 1960, Dawn 1961, The Accident 1962, The Town Beyond the Wall 1964, The Gates of the Forest 1966, The Jews of Silence 1966, Legends of Our Time 1968, A Beggar in Jerusalem 1970, One Generation After 1971, Souls on Fire 1972, The Oath 1973, Ani Maamin, Cantata 1973, Zalmen or the Madness of God (play) 1975, Messengers of God 1966, A Jew Today 1978, Four Hasidic Masters 1978, The Trial of God 1979, Le Testament d'un Poète Juif Assassine 1980 (Prix Livre-Inter 1980, Prix des Bibliothécaires 1981), Five Biblical Portraits 1981, Somewhere a Master: Further Tales of the Hasidic Master 1982. Address: Boston University, 147 Bay State Road, Boston, Mass. 02215, U.S.A.

WIESENTHAL, Simon; Austrian war crimes investigator and former architect; b. 31 Dec. 1908, Buczac, Poland (now Buchach, U.S.S.R.); s. of Hans Wiesenenthal; m. Cyla Müller 1936; one d.; ed. architectural studies in Prague and Lvov (Lemberg); practised architecture until World War II; prisoner in Nazi concentration camps 1941-43, 1944-45; active since the war in searching for Nazi criminals, assisting Jewish victims of Nazi persecution. Address: 147 Bay State Road, Boston, Mass. 02215, U.S.A.

CONFIDENTIAL

22 March 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT:

LDD Weekly Report [redacted]

1. "Negotiate To Win" ran successfully for the second time in FY 1988 to an audience of 19 students on 17-18 March. (This workshop is part of the new OTE training program for non-managers, technical/professional officers.) All directorates were represented: DA-3; DS&T-14; DO-1; and DI-1. As usual, students were excited and very positive about the course, giving it an overall evaluation of 4.6 out of 5. [redacted] served as the course director and conducted an exercise on Friday morning, 18 March. There are currently 108 people waiting to take this course, most of whom are DS&T officers. Dedicated runnings, funded by the DS&T, may be required to meet this demand. [redacted]

2. The following is a brief status report on the new training program for non-managers, technical/professional officers: how far we've come and what still needs to be done. Planning began in September 1987 with the identification of topics to be covered, the audience to be reached, and the number of students to be trained. October 1987 saw the completion of ST0 briefings and the selection of materials for self-study packages. In November, the OTE Curriculum Committee approved the program; later, in January, STOs prioritized the courses and pushed for immediate pilot testing. To date, a marketing plan has been developed and partially implemented--course announcements, descriptions and schedules are on the VM OTE catalog. In April and May the program picks up speed with runnings of Negotiate To Win, Effective Meetings, Improving Your Work Skills, Creative Problem solving, Communicating Non-defensively, and Leadership Styles and Behavior. Demand to date is as follows:

Negotiate to Win	(108)	Improving Your Work Skills	(42)
Communicating Non-defensively	(31)	Effective Meetings	(29)
Creative Problem Solving	(50)	Leadership Styles and Behavior	
		(quota course; students selected for next two runnings)	

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25X1 SUBJECT: LDD Weekly Report []

However, before we can begin an advertising blitz--which includes TV commercials, a brochure on available self-study materials, tent cards, etc.--an appropriate title for the program needs to be agreed to and a final decision made on where and how the new program fits into the overall OTE curriculum. Recommendations on these remaining points are forwarded under a separate memo. []

25X1 3. On 16 March, [] (Deputy Comptroller) conducted the "Resource Management in CIA Seminar" for 22 SIS officers and selected GS-15's. The course, an Executive Development Program elective, continues to be popular with this audience: it regularly receives favorable comments on the content and value of the course as well as the instructor being cited for his the expertise and teaching skill. The seminar has a queue of thirty people; the possibility of offering an additional running in late Spring 1988, is being explored. []

25X1 4. The Executive Development Staff (EDS) received a request from NIESO to sponsor two dedicated runnings of the one-week Maine Hurricane Island Outward Bound. NIESO's preferred dates are the weeks of 11 and 18 September. The EDS sponsored Outward Bound program is scheduled for the week of 25 September. Roger [] has checked with the Outward Bound School and reserved dates for all three runnings. []

25X1 5. [] met with [] an Inspector on the IG Staff, on 15 March 1988 regarding the new IG inspection on Agency discipline. [] interest was in the manner in which "discipline" is treated in management training. According to [] one impetus for the study is the DCI's concern--rooted in his experience with disciplining those linked to Iran-contra--that disciplinary steps and procedures are not well established in the Agency. Another is concern that different components approach "discipline" from different perspectives. From the discussion, it did not seem the team yet has a clear focus on what "discipline" entails--the discussion ranged from punitive measures such as suspension to routine performance guidance and counseling. [] invited the IG team to send a representative to look at "Managing in CIA" in more depth []

25X1 6. Another highly successful run of "Managing in CIA"--the fourth so far this year--was held on 16-18 March. It achieved an overall rating of 4.75 out of 5--21 of the 27 students gave it a five. [] chaired assisted by instructors [] The visiting manager-in-the-classroom was OIA Division Chief [] he commented throughout, chaired the accountabilities panel and co-taught the performance appraisal segment. []

As is usual, the student were asked if they would recommend attendance to other students (our best marketing device) and virtually all said yes (4.7 out of 5). Some typical comments to this question were:

- "Amen to DO managers attending."
- "I would insist on it."
- "Without a doubt."
- "The course was hard but good. I recommend it."
- "The title says it all."
- "My boss should come."

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25X1 SUBJECT: LDD Weekly Report

In a variation from the norm, one student responded very negatively to this question. He said the course needs improvement because the hours are too long and the training environment (acoustics, room temperature, food, parking) inadequate. Although these are familiar student opinions, the student rarely let their complaints in these area influence their near universal endorsement of the course to others.

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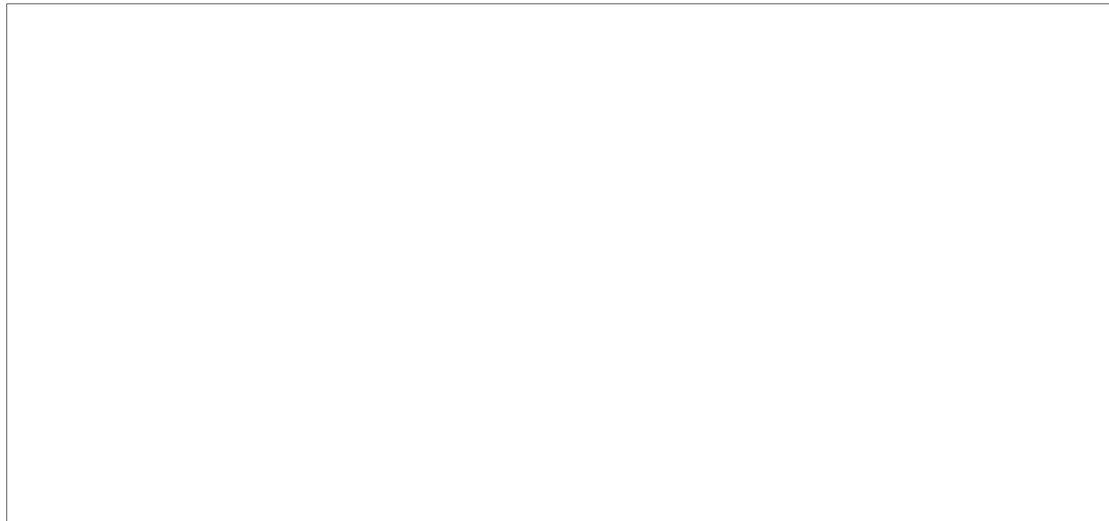
22 March 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Acting Director, Center for the Study of
Intelligence

SUBJECT: Weekly Report/CSI



On 16 March, 52 NSA Senior Military Cryptologic Supervisors (CY200) visited the Headquarters Building for a one-day orientation presented by the Center for the Study of Intelligence. The day consisted of briefings from each Directorate and tours of the Operations Center and the Cartography Center. NSA stated that the program was very successful in meeting its needs and that the highlight of the day was the tours. Another factor that added to the success of the day was obtaining no-escort badges for the group, which was facilitated by the OTE Security Officer. [redacted]

25X1 On 17 March, 21 NSA Cryptologic Mathematicians visited the Headquarters Building for a one-day orientation. The day consisted of briefings from Agency directorates. The program was pronounced successful in meeting NSA needs. [redacted]



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SUBJECT: CSI Weekly Report

On 21 March, the Center for the Study of Intelligence hosted the State Department Senior Seminar in the DCI Conference Room. There were 30 students in attendance. The day consisted of briefings from senior-level Agency personnel and a luncheon in the Executive Dining Room, which was hosted by Mr. Baker, Director of Public Affairs. The DDCI stopped by to welcome the group in the afternoon. The Agency professionals participating in the Seminar were [redacted] and [redacted]

Dr. Elie Wiesel has agreed to participate in our Guest Speaker Program on Wednesday, 11 May 1988, from 1400 to 1530 hours in the Headquarters Auditorium. His topic is "Policy of Humanism." [redacted]

Secretary of Education, William J. Bennett, has agreed to be a guest speaker on 21 September 1988. He will speak about some facet of American education, title to be determined later. We will ask the DCI to introduce Secretary Bennett. [redacted]

[redacted]

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